



SOLANO COUNTY TRANSIT
Board Minutes for Meeting of
October 20, 2011

I. CALL TO ORDER

Chair Davis called the meeting of the SolTrans Board to order at 4:06 pm. A quorum was confirmed.

MEMBERS

PRESENT:	Osby Davis, Mayor	City of Vallejo, Chair
	Elizabeth Patterson, Mayor	City of Benicia, Vice Chair
	Mike Ioakimedes,	City of Benicia
	Councilmember	

MEMBERS	Erin Hannigan,	City of Vallejo
ABSENT:	Councilmember	

Jim Spering, Supervisor,	MTC Representative
County of Solano	
Harry Price, Mayor,	Ex-Officio – STA Representative
City of Fairfield	

STAFF

PRESENT:	<i>In Alphabetical Order by Last Name:</i>	
	Greg Anderson	SolTrans Director of Administrative Services
	Bernadette Curry	SolTrans Legal Counsel
	Michael Eshleman	Moore & Associates, Consultant
	Suzanne Fredriksen	SolTrans Interim Clerk of the Board
	John Harris	SolTrans Special Projects Manager, Consultant
	Jim McElroy	SolTrans Interim Executive Director
	Jim Moore	Moore & Associates
	Nancy Whelan	SolTrans Interim Chief Financial Officer
	Jeanine Wooley	SolTrans Director of Operations

OTHERS

PRESENT:	<i>In Alphabetical Order by Last Name:</i>	
	Richard Burnett	MTC Policy Advisory Council
	Daryl Halls	Solano Transportation Authority
	Jackie Lane	MV Transportation
	Liz Niedziela	Solano Transportation Authority
	Mike Roberts	City of Benicia

II. CONFIRM QUORUM/STATEMENT OF CONFLICT

A quorum was confirmed by the Clerk of the Board. There was no Statement of Conflict declared at this time.

III. APPROVAL OF AGENDA

On a motion by Vice Chair Patterson and a second by Board Member Ioakimedes, the SolTrans JPA Board approved the agenda.

IV. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

V. COMMENTS FROM STAFF:

- 1. Report from the Interim Executive Director**
- 2. SolTrans Start-up Report - October**

Jim McElroy
John Harris

VI. CONSENT CALENDAR

On a motion by Vice Chair Patterson and a second by Board Member Ioakimedes, the SolTrans JPA Board approved Consent Calendar Items A through E.

A. Meeting Minutes of September 15, 2011

Recommendation:

Approve the meeting minutes of September 15, 2011.

B. Recommendation on Transition of City of Vallejo Employees

Recommendation:

Direct the Interim Executive Director to accept the City of Vallejo (COV) offer to retain the two current COV employees within the COV employment system at a cost of actual salary plus actual benefits until such time as SolTrans establishes its own employment capabilities and can transfer the two current COV employees to SolTrans employment.

C. Interim Employer of Record

Recommendation:

Authorize the Interim Executive Director to develop and enter in to an agreement with Solano Transportation Authority (STA), establishing STA as the interim "Employer of Record" for approved SolTrans staff positions including Executive Director, Chief Financial Officer, Administrative Assistant, and Customer Service Representative, with the relationship to remain in place for up to one year or until such time as SolTrans is able to assume the role of "Employer of Record".

D. Paratransit Vehicle Agreement from STA

Recommendation:

Authorize the Interim Executive Director to execute a Paratransit Vehicle Agreement with the Solano Transportation Authority.

E. Operations Report

Recommendation:

Informational.

VII. ADMINISTRATIVE/FINANCE

A. Authorization to Negotiate Contract Extension with Transit Operations Provider

Jim McElroy, Interim Executive Director noted that SolTrans is currently operating under an interim contract with MV Transportation. He announced that staff had begun preliminary discussions with MV to either allow an extension or arrange for some other reasonable outcome.

Public Comments:

None presented.

Board Comments:

Board Member Ioakimedes requested background information on the one year contract length.

Burnadette Curry, Legal Counsel, cited that the one year contract length is derived from the original solicitation from the City of Vallejo upon which the contract is based.

Recommendation:

Authorize the Interim Executive Director to begin contract negotiations for a one year contract extension with the current transit operations provider.

On a motion by Vice Chair Patterson, and a second by Board Member Ioakimedes, the SolTrans Board unanimously approved the recommendation.

IX. PLANNING AND OPERATIONS

A. SRTP Update (Deliverables, Schedule and Status)

- 1. SRTP Ride Check Analysis (Including Demand Response Analysis)**
- 2. SRTP Demand Analysis**
- 3. Updated SRTP Schedule Status**
- 4. Public Surveys and Workshops Status**
- 5. Alternate Service Delivery Options**

John Harris, Special Projects Manager, stated that the purpose of the October Short Range Transit Plan (SRTP) Update was to obtain the Board's acceptance of the Ride Check Analysis and Demand Analysis for inclusion in the SRTP, as well as to provide an update of the SRTP schedule, public workshops, and surveys. He noted that a draft Operations Plan would be presented to the Board in November after public workshop and survey efforts have been concluded and public input has been assessed. He stated that staff will present a specific set of service recommendations in the plan, along with various other service adjustment alternatives.

Michael Eshleman, Moore & Associates, reviewed the SRTP schedule and the remaining tasks listed. He noted that the public surveys have been completed, with 425 surveys collected from Benicia, Vallejo, and visitors from surrounding areas. He reviewed alternate service delivery options for ADA (American Disabilities Act) Paratransit and General Public Dial-a-Ride, while contrasting the current service delivery method with other successful models used elsewhere in the industry.

Public Comments:

None presented.

Board Comments:

Vice Chair Patterson requested a summary of the options that will be included in the Operations Plan for further review.

Chair Davis expressed concern over the percentages of buses that are leaving early, according to the findings in the ride check analysis report. He stated that a policy should be established that prohibits this practice.

Vice Chair Patterson also conveyed her concerns with buses leaving early and encouraged SolTrans staff to begin communicating a policy immediately with the transit provider that would disallow this practice.

Vice Chair Patterson requested that staff come back to the Board as soon as possible with a recommendation to address the problems with the cost of route 22 and 21 in Benicia. She noted that certain obvious areas of service might be addressed sooner than others, resulting in significant savings.

Jim McElroy proposed that staff come back to the Board with a critical path timeline to eliminate obvious pieces of service that would have little impact upon the general public, while remaining within federal and state public notice requirements.

Board Member Ioakimedes commented on the idea that many members of the public may not be able to relate to the term “commute”, if for example, they are driving from Benicia to Vallejo. He suggested that in order to market SolTrans services more effectively to the general public, selling value (social, economic, or convenience) versus selling “commutes” should be considered.

Vice Chair Patterson complimented staff on the production of well-written ride check and demand analysis reports that serve as a fundamental basis for moving forward in future service change discussions.

Vice Chair Patterson requested that the infrastructure that the STA is building with their Taxi Program and the Senior Disabled Advisory Committee, be utilized by SolTrans in the possible development of similar service delivery options.

Recommendation:

Accept staff’s recommendation to include the ride check analysis and the demand analysis in the SRTP.

On a motion by Board Member Ioakimedes, and a second by Vice Chair Patterson, the SolTrans Board unanimously approved the recommendation.

B. Review of the Transit Component of the Benicia Intermodal Facilities Project

Mike Roberts, Senior Civil Engineer, City of Benicia outlined the proposed Benicia Intermodal Facilities Project in response to \$3 million received in grant funding from MTC for the beautification and construction of improvements at two bus stations. He noted that the purpose of the improvement project is to increase bus ridership, reduce greenhouse gas, and decrease congestion on bridge corridors. He highlighted the proposed improvements at each bus site and the expected project timeline.

Public Comments:

None presented.

Board Comments:

Board Member Ioakimedes commended Mike Roberts for his presentation to the SolTrans Board.

Recommendation:

Informational.

X. INFORMATIONAL ITEMS – NO DISCUSSION

A. Implementation of Clipper Program

XI. BOARD MEMBER COMMENTS

Chair Davis requested that in the future, the minutes indicate what time a special meeting was called to order which recessed into closed session.

Chair Davis suggested that staff refrain from including lengthy legal agreements and survey data (more than 8-10 pages) in the hard copy Board packets in order to conserve paper.

Vice Chair Patterson concurred with Chair Davis' suggestion and also proposed that such documents be provided in electronic format via a link that is inserted into the Board packet.

Chair Davis recommended inserting information at the bottom of future staff reports indicating that legal counsel has reviewed any proposed legal agreement and finds it acceptable.

XII. ADJOURNMENT

The meeting was adjourned at 4:59 p.m. The next regular meeting of the SolTrans Board is scheduled for **Thursday, November 17, 2011, 4:00 p.m., Benicia Council Chambers.**

Attested by:



Suzanne Fredriksen
Interim Clerk of the Board

10/21/2011

Date